156

30 July 1953

MEMORANDUM FOR: Inspector General

SUBJECT

IMOP Procedure

REFERENCE

: Memo for IG fr

dtd 21 Jul 53, subj: "Action on Request for

Leave Without Pay,

25X1A

25X1A

- 1. It is believed that the difficulties recited in referenced memorandum stem mainly from a misunderstanding of administrative procedures pertaining to employees who are absent while on leave without pay.
- 2. There is no administrative block which precludes replacing an employee who is on LWOP. On the centrary, once an employee has been in a non-pay status in excess of thirty days he is dropped from the personnel strength count. Although he is still technically slotted to his position, another employee may take his place through the device of creating an "identical additional" position.

25X1A 25X1A 3. If you agree, I will refer the problem presented by Mr.

complaint to the Personnel Director for prompt settlement with

Office.

13)

L. K. WHITE Acting Deputy Director (Administration)

SA/DD/A:DCK: sh(30 July 1953)

Distribution:

1 - Personnel Director

1 - DD/A Chrono -

1 - DD/A Subject

This information will be publistized in a new regulation alreads in process.

LKW